PART 3

CHAPTER I

MANAGEMENT INFORMATION SYSTEM AND REPORTING REQUIREMENTS

1. <u>General</u>. Reference (d) establishes the principal
requirements for record keeping and reporting on acquisition
positions and personnel. It defines seven files, i.e., training,
personnel, review/assignment change, position, waiver, bonus, and
mandatory DOD course completion, that must be submitted
periodically to the Defense Manpower Data Center (DMDC).

2. <u>DACM Oversight</u>. The DACM is responsible for all reporting
required by references (a), (c), and (d).

3. <u>Management Information Systems</u>. To accomplish the required
reporting, the DACM relies on standard data systems for civilians
and for Navy and Marine Corps military acquisition positions and
employees. The data are accumulated and submitted to DMDC. The
civilian personnel and position data come from DCPDS maintained
by the Navy Civilian Personnel Data System Center in San Antonio,
Texas. The Navy military data on acquisition positions come from
TFMMS maintained by BUPERS (PERS-5). The Navy military data on
personnel are from OPINS maintained by BUPERS (PERS-10). The
Marine Corps military data on acquisition positions and personnel
are drawn from AWSOM and fed from the official Marine Corps
manpower and personnel system, i.e., the Joint Uniform Military
Pay System/Manpower Management System. DCPDS, OPINS, and AWSOM
contain data on training courses taken by acquisition employees.
The DACM augments that data with information taken from ATRRS,
maintained by the Department of the Army. ATRRS is the
information system used by all services to enroll students in
mandatory acquisition training and contains a history of
completions since FY-93. Finally, data on certain senior CAPs
(see part 1, chapter VIII) is maintained by the DACM office in
the DACM MIS. DCPDS and AWSOM contain data elements to store all
data required by references (a), (c), and (d). The DACM MIS is
used to store information on Navy military officers in the
acquisition workforce.

4. <u>Record Keeping</u>. Records required in references (c) and (d),
e.g., fulfillments, APC membership, waivers, exceptions,
assignment changes for CAPs, and rotation review results must be
maintained in official personnel records as well as in the
corresponding information systems.

Enclosure (1)

5. Data Maintenance. There are several events that require recording in official data systems. They include, but are not limited to:

    a. Identification of acquisition positions, including coding or recoding the acquisition position category or recoding a position as non-acquisition;

    b. Processing data on employees, either newly assigned to an acquisition position or incumbering a position that is redesignated as a acquisition position;

    c. Receipt of waivers;

    d. Granting or cancellation of APC membership;

    e. Achievement of career field certification;

    f. Receipt or removal of contracting officer warrants; and

    g. Approval of fulfillments.

The responsibility for this is shared among the acquisition organizations, activities, and the data system maintainers, e.g., HROs, BUPERS, HQMC, and DACM.